



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Planning and Development Education Development Division Adult and Continuing Education	Application Number 74-414-A	
Application Number			Date Received NOV 10 1982	Date Completed JAN 19 1983
2. Person to Contact Neil C. Gunter		Working Title Administrator	Telephone Number 656-2600	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. <u>74-414</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest	General Educational Development (GED High School Equivalency) Files		
1946	Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
<p>The GED function is currently operating as part of the Adult Education Unit following State directive and American Council on Education - GED Testing Service.</p> <p>Three functions are performed (1) Issuing GED Certificates to those passing the tests based on an application from one of a network of statewide testing centers,</p> <p>(2) Issuing transcripts</p> <p>(3) Maintaining various records related thereto</p>				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:				
Administering the statewide GED Testing Program.				
Included are:				
Separate files for each testing center; permanent record of each applicant passing the tests, other related files.				
File is arranged:				
Alphabetically by name of applicant and year in which tests were taken.				
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old _____		Seven to twelve months old _____		
Thirteen to twenty-four months old _____		Twenty-five months and older _____?		
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				
Lateral drawers - 3.				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Family Education Rights and Privacy Act- Buckley Amendment 1974
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication at testing centers.
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	50 years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are equivalent to those of a student who graduated from a regular high school and constitutes a permanent record of High School Credentials.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfile^m, making a permanent security copy and an office reference copy. Destroy paper records after microfilm has been processed and checked. Send microfilm security copy to the State Archives for permanent retention. Hold office reference copy in current files area for 50 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. A. Weyman</i>	11/9/82	<i>Walker L. Baumgardner</i>	11-9-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-29-82
		Secretary of State/Designee	12/22/82
		Attorney General/Designee	1-12-83



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Aug. 1, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 27 1974 74-414 DEC 5 1974	
2. Agency Application No. 47		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of Adult and Vocational Education, Adult Programs Room 332 State Office Bldg. Atlanta, Georgia 30334		4. Person to Contact Margaret Walker	
				5. Working Title Tel. No. Coordinator 856-2416	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1940 to Date		9. Exact Series Title GENERAL EDUCATION DEVELOPMENT HIGH SCHOOL EQUIVALENCY APPLICATION FILES			
10. What is the function of the office in which this record series is created? The Office of Adult and Vocational Education provides for planning and budgeting, research, development, evaluation, special programs, management information, staff development, public library services, consultative services, post-secondary schools, State Schools, Manpower Development Training, Adult literacy, basic adult education, adult testing, job preparation, consumer education, high school vocational programs, and comprehensive high schools.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the applications for the issuance of General Education Development High School Equivalency Diploma. Included are (1) DE FORM 51 Application fo High School Diploma (2) GEDTS Form 30 Official Test Results (3) Index Files are arranged in two parts. The First Part consists of records of applicants who passed the test and received diplomas. The Second Part consists of records of applicants who did not pass their test. Both parts are arranged chronologically by year application was made; thereunder alphabetically by name of the applicant.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		5	7.5	9000 APPLICATIONS	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Microfilm storage unit		50 cartridges		7	
R.C. Boxes				AVERAGE DAILY REFERENCES	
				This Year's Last Year's Preceding Year's All Prior Years'	
				30 20 10 5	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [x] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. Departmental Annual Report | [x] | [] |
| 16. Does the series contain classified information requiring security handling?
House Bill 69 closes all student records. | [x] | [] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [x] | [] |
| Space Factors | | |
| 20. Does the record series provide data as input to an EDP file? | [] | [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| #23 Reissuance of diploma may be needed in the future. | | |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [x] | [] |

24. **REQUIREMENTS.** The following requires the files to be kept 45 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

If a diploma was lost these papers would be needed to document that a diploma was issued, and to reissue a duplicate diploma.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER See Below, then:

PART I: RECORDS OF APPLICANTS WHO RECEIVED DIPLOMA: Cut off at end of each calendar year; then microfilm, making 1 reference copy and 1 security copy; then destroy after the microfilm has been processed and inspected.

Microfilm Office Reference Copy: Hold in current files area 45 years; then destroy.

Microfilm Security Copy: Transfer to State Archives; hold **permanently**.

PART II: RECORDS OF APPLICANTS NOT RECEIVING DIPLOMA: Cut off at end of each calendar year; hold in current files area 5 years; then transfer to State Records Center; hold 40 years; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Wanda Spauld</i>	8-1-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>James C. Lacey</i>	8/2/74
	State Auditor/Designee [] Approved [] Disapproved	<i>William H. Hagan</i>	12-2-74
	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll East</i>	11-27-74
	Attorney General/Designee [x] Approved [] Disapproved	<i>Robert J. Sherr</i>	12-3-74

**STATE RECORDS
COMMITTEE**